



STATE OF HAWAII

Procurement of Professional Services
Audit and Accounting Services

Statement of Qualifications
(Instructions)

State Comptroller
Department of Accounting and General Services
Audit Division
Form AUD 100

Instructions

1. Complete statement fully. If the space provided is insufficient for your needs, attach a sheet with proper reference on the statement. Please return the Statement of Qualifications intact.
2. Use Exhibit No. 1 (General Information) for general information about the firm.
3. Use Exhibit No. 2 (Experience and Qualifications of Firm and Staff) for a description the CPA's experience in providing the required services.
 - The CPA shall provide a brief description of the CPA's experience in conducting financial audits in accordance with auditing standards generally accepted in the United States of American and auditing standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
 - The CPA shall provide a brief description of the CPA's experience in conducting single audits in accordance with auditing standards generally accepted in the United States of American, auditing standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.
 - The CPA shall provide a brief description of the CPA's experience in the types of accounting services available to State Agencies.
 - The CPA shall list the number of personnel in your present organization and the number of personnel available for assignment to state engagements.
 - The CPA shall list the personal history of partners/principals and key managers/seniors who will be responsible for planning, directing, conducting, or reporting on the engagement. Use one exhibit per individual. Please photocopy additional exhibits as required.
4. Use Exhibit No. 3 (Previous Work Experience) to list previous government or similar work experience. Describe briefly any work done (especially the experience of the Hawaii office), which is similar or related to audits or accounting of state and local governmental units.
5. Use Exhibit No. 4 (Meeting the Required Deadlines) to provide a brief description of the CPA's plan to meet all required financial audit, single audit and State deadlines.
6. Use Exhibit No. 5 (The Audit Plan) to briefly describe the audit approach, explaining the various phases and scheduling; the audit objectives and the methods and procedures to be used to accomplish the audit objectives; and the type and extent of audit tests to be performed.

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7. Use Exhibit No. 6 (License and Qualification) to provide information on licensing and qualifications required to provide audit/accounting services to State agencies.
8. Use Exhibit No. 7 (Interest in Required Services) to describe the type of audits or accounting services, project size, location, and specific projects the CPA is interested in conducting for State Agencies.
9. Use Exhibit No. 8 (Reference) to provide a list of three clients, contact names, and telephone numbers of engagements with similar or related to audit/accounting services provided to state agencies.
10. Use Exhibit No. 9 (Reference - Questionnaire) to provide comments from clients with engagements similar or related to audit/accounting services provided to state agencies.
11. Use Exhibit No. 10 (Additional Space) for continuing information on previous exhibits where space is not sufficient.
12. Please provide three sets of Form AUD 100. Bind with spiral binding or staple at top left hand corner. Do not use velo binding. The statement needs to lie flat on a table surface.
13. Questions may be directed to Wayne L. Chu at 808 586 0360.
14. Deliver by due date to:

State Comptroller
Department of Accounting and General Services
1151 Punchbowl Street, Room 230
Honolulu, Hawaii 96813